

CHIEF ENGINEER'S HANDOVER CHECKLIST

Version: 1.0

Date: 23/07/14



Yacht

This form is to provide a record of the technical handover on the occasions when the Chief Engineer is being relieved.

- **CONDITION REPORT**
The leaving Chief Engineer should provide a brief description of the general condition of the machinery aboard the yacht. He should also make reference to any technical deficiencies that should be sighted by the joining Chief prior to him taking over the vessel.
- **PLANNED MAINTENANCE**
If the vessel has a planned maintenance system in use, a report should be provided by the leaving Chief as to the status of the system. All maintenance and work reports must be up to date at the time of handover and the file containing them is to be viewed by the joining Chief.
- **SPARE PARTS**
All existing spare parts inventories and outstanding orders for spares are to be viewed by the joining Chief and the appropriate space in the checklist ticked.
- **SAFETY**
All files containing safety-related documentation are to be viewed by the joining Chief. These may include accident and dangerous occurrence reports, permits to work, or deficiency reports.

The joining Chief should only sign the forms noted on the checklist if they are completely satisfied with the information they contain.

Once all the items on the checklist have been ticked-off, both Engineers are to sign the form to signify all machinery and supporting documentation have been satisfactorily handed over.

ENGINE ROOM LOG	Make appropriate entry into the ER log, signed by both Engineers
OIL RECORD BOOK	Confirm location and review current bunker levels
HANDOVER NOTES	Overall condition report identifying any deficiencies or failures
STANDING ORDERS	Counter sign or review
PLANNED MAINTENANCE	Identify impending maintenance
	Update of equipment hours
	Identify critical equipment
	Oil sampling
	Spare parts ordering/ inventory
OPERATION OF ESSENTIAL EQUIPMENT	Start/ stop main engine
	Start/ stop/ parallel auxiliary engines
	Start/ stop emergency generator
	Start/ stop shore side transformer
	Start/ stop fire and bilge pumps
	Emergency stop locations
	Operation of fuel transfer pump/ purifier
	Any electrical equipment isolated
SPARE PARTS	Inventory and location
	Outstanding orders
SMS SAFETY DOCUMENTS	Defect reports-Review and identify
	Permit to work
ACCOUNTS	Cash
	Outstanding invoices
COMPUTING	Computers, software, and passwords

NOTES

This report confirms the present condition of machinery and levels of fuel, oil, spare parts on board.

Signature of Chief Engineer being relieved	Name of Chief Engineer being relieved	Date
Signature of joining Chief Engineer	Name of joining Chief Engineer	Date

This form is to be printed off and signed by both parties when they are satisfied that responsibility for the yacht's machinery and systems has been satisfactorily handed-over. The form is to be kept onboard for the duration of the new Engineer's term onboard.